

S-E-C-R-E-T

USIB-D-39.7/7

CODIB-D-112  
16 November 1964

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved  
Recommendations in USIB-D-39.7/5  
(Period: 1 July - 30 September 1964)

REFERENCES: (a) USIB-D-39.7/6 of 6 May 1964, and attachment  
(b) USIB-M-322 of 29 April 1964, item 5.c.  
(c) USIB-D-39.7/5, 16 March 1964, Tab A, pgs. 20-23

1. Reference (a) calls for a quarterly report on CODIB progress made on the approved recommendations in Reference (c), concerning the Stage I Report of the Staff for the Community Information Processing Study (SCIPS); for ease of reference, the recommendations are repeated in the attachment to reference (a). The CODIB Sixth Annual Report (USIB-D-39.3/8, 2 Sept 64, pgs. 3-4) touched briefly on this subject; this is the first quarterly submission as such. Future reports will concentrate on Recommendation 4, which dealt with establishment of Task Teams to resolve specific problems.

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GROUP I  
Excluded from automatic  
downgrading and  
declassification

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2. As directed by virtue of USIB approval of Recommendations 2, 3 and (re-numbered) 5, 6, 7, respectively, the USIB- member agencies have studied the SCIPS findings for possible application in their own organizations; a permanent Executive Secretariat was established (see para. 5 below); prior to the establishment of this Secretariat, the Director/SCIPS and a continuously reduced staff (eventually down to one CIA officer) did provide referral service from the SCIPS data base and prepared guidelines for the presently constituted task teams, but did not get to the point of evaluating, by review of the SCIPS data on hand, present storage and retrieval systems or developing a policy statement on agency facilities as Community resources, as called for in (re-numbered) Recommendation 5; and copies of the SCIPS report were sent by the Chairman to Messrs. McGeorge Bundy and Coyne.

3. Task Teams established and Chairmen designated are as follows:

I. CONTENT CONTROL

To develop a system for use throughout the Intelligence Community for identifying and controlling, at or near the time of publication, the substantive content of intelligence items received.

Chairman:

NSA 25X1A

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## II. BIBLIOGRAPHICS

To develop a plan whereby an inventory and standard identification list of publications, document series and other processing items of substantive intelligence can be developed and maintained.

Chairman:  CIA 25X1A

## III. FOREIGN PUBLICATIONS

To develop a plan for increasing the effective processing of foreign publications whereby control of bibliographic and substantive information can be achieved and more effectively be made available to users throughout the Intelligence Community.

Chairman:  CIA 25X1A

## IV. INSTALLATIONS

To develop a uniform format(s) for the description of physical facilities to aid the processing and exchange of installation intelligence.

25X1A

Chairman:  DIA

## V. BIOGRAPHICS

To develop a plan to facilitate the processing and production of biographic intelligence information within the Intelligence Community.

Chairman:  CIA 25X1A

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**VI. RESEARCH AND DEVELOPMENT**

To define existing and potential problem areas in intelligence data handling amenable to solution through research and development. To recommend priorities and methods for coordinating and accomplishing essential R&D tasks.

Chairman: Dr. Ruth M. Davis, DOD

**VII. ANALYST COMMUNICATION**

To develop proposals for improving analyst-to-analyst communications to facilitate the exchange of substantive information, analytic methods and techniques. Determine the feasibility of establishing a centralized Intelligence Community directory service.

Chairman: /Not yet named/, State

**VIII. PHOTO CHIP**

To develop a standard photographic chip system for exchange, storage and retrieval of aerial photography, exploring the feasibility of adopting the recently-developed DoD standard for use throughout the Intelligence Community.

Chairman:  DIA 25X1A

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**IX. ADP SYSTEMS LIBRARY**

To develop a plan for establishing and maintaining a library of descriptions of data files and ADP systems, taking into consideration action previously approved under USIB-S-13.1/4.

Chairman: [REDACTED], DIA 25X1A

4. Preliminary Terms of Reference were approved for Task Teams I, II, V, and VI and are under development for Task Teams III, IV, VIII and IX. Final Terms of Reference were approved for Task Teams I and V. During this reporting period Task Team I held three meetings and Task Team V held one.

5. A mission and functions statement for the CODIB Support Staff (CSS) was prepared and submitted to CODIB for approval. This full time staff consists of six people - two professional officers each from CIA and DIA, plus two clericals provided by CIA. At the end of the reporting period the CODIB Support Staff lacked only one clerical to be at full strength.

25X1A

[REDACTED]

Paul A. Borel  
Chairman  
USIB Committee on Documentation

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